

West Virginia University Airplane Reservation Form

1. General business purpose for trip: LootPress Player of the Year
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Raleigh County Memorial Airport
4. Destination address: Beaver, WV

Leg: Trip date: Departure City: Departure Time: Arrival City:

1	12.10.2022	MGW		BKW
2	12.10.2022	BKW		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	DR GORDON GEE		WVU President	President's Office	President Gee and Travis Mollohan will travel to Beckley for the Lootpress Player of the Year Banquet. The event recognizes high school athletes from southern WV and provides an opportunity for the community to recognize top student-athletes in five different fall-season sports. The event is attended by many community leaders and stakeholders in southern WV.	4
2	TRAVIS MOLLOHAN		Director of Government Relations	Strategic Initiatives		
3						
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5						
6						

5. Lead passenger name / cell number: Gordon Gee [REDACTED]
6. Ground transportation:
 - No ground transportation required.
 - I prefer to set up my own ground transportation.
 - I prefer to have LJ Aviation set up ground transportation. Details: _____
7. Catering:
 - No catering required.
 - Catering is required. Details: _____
8. Signature of WVU President, Vice President, Chancellor or designee:

X AG Printed: Amy Garbrick Date 12.9.2022

For internal use:

9. Approved by WVU President's Office: AG Date sent to LJ Aviation 12.9.2022
- Printed name: Amy Garbrick *Updated: 12/29/2014*